



Departmental Promotional
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
Final Filing Date: October 3, 2008

Equal Opportunity Employer – "Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, medical condition, disability, religious or political affiliation, age, or sexual orientation." "It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants."

EXAMINATION TYPE

This is a departmental promotional examination.

WHO CAN APPLY

Competition limited to State employees - Applicants must have permanent or limited term civil service appointment (with permanent status) or a Training and Development assignment with the Department of Personnel Administration (DPA) OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination.

Under certain circumstances other employees may be allowed to compete. Refer to the "General Information, Promotional Examinations Only" located on page 4 of this bulletin for other conditions.

HOW TO APPLY

Applications (STD 678) may be obtained at the DPA, local offices of the Employment Development Department and on the State Personnel Board's web site www.spb.ca.gov. Applications must be filed in person or by mail with:

Department of Personnel Administration
Attention: DeAnna Summers – Examination Unit
1515 "S" Street, North Building, Suite 400
Sacramento, CA 95811-7258

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**FINAL FILING DATE**

Applications must be submitted by **October 3, 2008**, the final filing date. Mailed applications must be POSTMARKED by the United States Postal Service by the final filing date. If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above. Applications postmarked, personally delivered, or received via interoffice mail after **October 3, 2008**, will not be accepted for any reason. Use of DPA metered mail is prohibited. Faxed and/or electronic (e-mail) applications will not be accepted.

**SPECIAL TESTING
ARRANGEMENTS**

If you need reasonable accommodations to take an interview, mark the appropriate box in Item 2 on your application. You will be contacted to make specific arrangements.

SALARY RANGE

L: \$4,400 - \$5,348

**IDENTIFICATION
REQUIRED**

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service classification title(s). Applications/resumes without this information will be rejected.

**MINIMUM
QUALIFICATIONS**

State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit. Education: The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) **and**

EITHER I

Experience: One year of experience performing the duties of a Staff Services Analyst, Range C.

OR II

Experience: Three years of professional analytical experience performing duties in one or a combination of the following closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.

Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

(One year of graduate work in a public or business administration, industrial relations, psychology, law, political science, or a related field may be substituted for six months of required nonsupervisory experience.)

**POSITION
DESCRIPTION**

This is the full journey level analyst class. Incumbents conduct and/or review analytical studies and surveys; formulate procedures, policies, and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on the impact or potential impact; may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects; represent the State or a given department as assigned; and perform other related duties.

**LOCATION OF
POSITION(S)**

Position(s) exists with the DPA in Sacramento.

**EXAMINATION
INFORMATION**

This examination consists of an Education and Experience evaluation weighted 100%. To obtain a position on the eligible list, a minimum rating of 70% must be obtained. This examination utilizes an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is **extremely important** that each candidate take special care in accurately and completely filling out his/her application. List **all** experience relevant to the 'Requirements for Admittance to the Examination' shown on this announcement. Supplementary information will be accepted, but read the 'Requirements for Admittance to the Examination' carefully to see what kind of information will be useful to the staff doing the evaluation.

NOTE: In the event that the DPA receives more than the required number of applications for the education and experience process, the examination will consist of a mandatory appraisal interview instead. During the interviews, competitors should be prepared to answer questions relating to areas shown under scope. Competitors who do not appear for the interview will be disqualified.

EDUCATION AND EXPERIENCE – WEIGHTED 100%

SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel and management analysis.
2. Government functions and organization.
3. Methods and techniques of effective conference leadership.

B. Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
2. Develop and evaluate alternatives.
3. Analyze data and present ideas and information effectively both orally and in writing.
4. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
5. Gain and maintain the confidence and cooperation of those contacted during the course of work.
6. Coordinate the work of others, act as a team or conference leader.
7. Appear before legislative and other committees.

SPECIAL PERSONAL REQUIREMENTS

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

ELIGIBLE LIST INFORMATION/ LIST EXPIRATION

A departmental promotional eligible list will be established for the DPA. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veteran's preference credit is not granted in promotional examinations.

QUESTIONS???

If you have any questions concerning this announcement, contact the DPA Examination Unit at (916) 323-4864.

GENERAL INFORMATION

THE DEPARTMENT OF PERSONNEL ADMINISTRATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

FOR AN EXAMINATION WITHOUT A WRITTEN FEATURE it is the candidate's responsibility to contact the Department of Personnel Administration, Examination Unit (916) 324-3227 three weeks after the final filing date if he/she has not received a progress notice.

APPLICATIONS are available at the Department of Personnel Administration, local offices of the Employment Development Department and on the State Personnel Board's web site: www.spb.ca.gov

IF YOU MEET THE REQUIREMENTS stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

IF A CANDIDATE'S NOTICE of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error; he/she will be rescheduled upon written request.

INTERVIEW SCOPE: When an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, ability, and fitness. In appraising experience, more weight will be given to the breadth and regency, of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older list must be used first.

PROMOTIONAL EXAMINATIONS ONLY: Competition is limited to employees who have civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at the Department of Personnel Administration, or at the Information Counter of the State Personnel Board.

VETERANS PREFERENCE: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. 1) Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. 2) Credit in open nonpromotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Veterans preference points will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.** Directions for applying for veterans preference and definitions for Veterans and Disabled Veterans are available on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 or their web site: www.spb.ca.gov

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year for year basis.

DEPARTMENT OF PERSONNEL ADMINISTRATION

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Sacramento California 95811-7258

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922